

**Minutes of the
Oglethorpe County Library Board of Trustees
January 25, 2000**

Attending: Wingate Downs, Catherine Drewry, Elmer Trumbull, Betsy Cook, Ruth Bloom, Barbara Cabaniss, ARLS Rep. Mary Jean Hartel and Br. Mgr. Jan Burroughs.

Meeting was called to order by Wingate Downs in the "main room" due to unpleasant odor in the conference room. Wingate will seek information from Witherill Plumbing as to how to solve odor problem.

Minutes from the November 1999 meeting were approved unanimously.

Public: Carole Morgan's objection of Fatal Flowers, by Rosemary Daniell, was discussed. It was confirmed that patron must follow the proper channels to have the offending book's placement reviewed. To date, patron has not filled out a complaint form.

*Request for
reconsideration*

Branch Manager's Report: see attachment.

Microfilm Reader/Printer: Catherine Drewry made the motion that the library board fund the purchasing of a microfilm reader printer with the funds in the 'gift' account. An expenditure of \$6000.00 was recommended. 2nd by Ruth Bloom. The board unanimously decided to have Jan Burroughs investigate the purchase of the machine.

Ruth Bloom spoke of information discussed in a workshop for "fund raising for non-profits."

Mary Jean Hartel discussed PINES, the proposed statewide library circulation program.

Catherine Drewry sought opinions concerning the upcoming Regional Board decision on *out-of-region fees*. It is reported that Kathryn Ames opinion is that we should waive this fee.

The Board voted to fill the empty trustee seat with Susan Robertson. Susan is a long time library patron and former "Friends" president and will make a wonderful addition to the board. Her name will be given to the appropriate funding agency for approval.

Meeting adjourned.

Respectfully submitted
Janet Burroughs

**Minutes of the
Oglethorpe County Library Board of Trustees
April 4, 2000**

Present: ARLS Director Kathryn Ames, Branch Liaison Mary Jean Hartel, Branch Manager Jan Burroughs, Chairman Wingate Downs, Catherine Drewry, Sonja Chow, Ruth Bloom, Barbara Davenport, Emmett Caldwell.

The Meeting was called to order by Chairman Downs.

Branch Manager's Report (see attachment)

Presented by Janet Burroughs. Motion to accept by Sonja Chow, 2nd by Catherine Drewry, Board voted unanimously to approve.

Regional Report presented by Kathryn Ames.

Georgia has voted to increase book funding from .56 to .60 per capita.

Rep. Louise McBee asked two departments for funding for a new library van in hopes that one would be passed. Both requests were funded, so the ARLS will receive two new vans!

The Legislature has decided to move Public Libraries from DTAE to the Board of Regents. This is viewed as a good move.

PLA Report presented by Mary Jean Hartel.

Financial Report (see attachment)

Kathryn Ames reported that the Oglethorpe County Library's budget was in good shape. Although we are ¾ through the fiscal year, we've not spent 75% of the budget.

FY 2001 budget needs to be prepared for the Board of Education immediately. We also need to prepare a proposal for the Board of Commissioners within the next two months. Ruth Bloom suggests that library services should be analyzed, with facts and figures to back up our requests for money to both boards. She said that we need to know just what the library does of the county.

Grounds: Catherine Drewry called the board's attention to the desperate condition of the lawn. Board discussed the possible necessity of placing ground maintenance in the new budget. For immediate relief, Mrs. Ames suggested using \$500.00 of the money budgeted for 'new equipment' to go towards having the grass mowed. Wingate put the suggestion into the form of a motion. 2nd by Ruth Bloom. Quorum will be made through "phone vote."

(ADDENDUM 4/8/00: Robert Johnson has made arrangements for the Board of Education to maintain library grounds.)

Bill & Melinda Gates Grant: Oglethorpe Library has been approved to receive two computers and one printer.

Open Meetings / Open Records Law

Katherine Ames invited all interested board members to attend a workshop on May 10.

Microfilm reader/printer:

Wingate made a motion and was seconded by Sonja Chow to purchase the Canon Microprinter MP-90 from Southern Business Communications in Norcross for \$6134.50. If this is indeed the state contract price.

(ADDENDUM 4/7/00: \$6134.50 is the Federal Contract price and is lower than that of the state. Pam Black ordered the equipment and informed Jan that the maintenance contract for said machine is \$610.00 annually.)

Lightening Rods: Kathryn Ames announced that there is a possibility that the state may fund a 50/50 grant for capital improvements.

Meeting adjourned.

Respectfully submitted
Janet A. Burroughs

Oglethorpe County Library
July 1, 1999 - December 31, 1999

| | <u>Budget Amount</u> | <u>Amount Received</u> | <u>Balance</u> | <u>% of Budget Received</u> |
|-----------------------------------|--------------------------|----------------------------|---------------------|---------------------------------|
| Revenue: | | | | |
| Oglethorpe County Commissioners | \$ 38,745.00 | \$ 19,372.50 | 19,372.50 | 50.00% |
| Oglethorpe Co. Board of Education | 15,000.00 | 7,500.00 | 7,500.00 | 50.00% |
| City of Lexington | 500.00 | 500.00 | - | 100.00% |
| Special Grant SRC Oglethorpe BOE | 1,800.00 | 1,800.00 | - | 100.00% |
| Fines and Fees | 6,268.00 | 1,915.67 | 4,352.33 | 30.56% |
| Copy Machine | 1,800.00 | 1,261.60 | 538.40 | 70.09% |
| Meeting Room Charges | 400.00 | 115.00 | 285.00 | 28.75% |
| | <u>\$ 64,513.00</u> | <u>\$ 32,464.77</u> | <u>\$ 32,048.23</u> | 50.32% |

| | <u>Budget Amount</u> | <u>Amount Expended</u> | <u>Balance</u> | <u>% of Budget Expended</u> |
|-------------------------------|--------------------------|----------------------------|---------------------|---------------------------------|
| Expenditures: | | | | |
| Regional Share | \$ 9,000.00 | \$ 4,500.00 | \$ 4,500.00 | 50.00% |
| Wages/Benefits | 43,313.00 | \$ 20,868.80 | 22,444.20 | 48.18% |
| Maintenance Contract - Copier | 1,500.00 | \$ 252.56 | 1,247.44 | 16.84% |
| Telecommunications | 3,000.00 | \$ 1,135.47 | 1,864.53 | 37.85% |
| Travel | 200.00 | \$ - | 200.00 | 0.00% |
| Supplies | 200.00 | \$ 95.56 | 200.00 | 47.78% |
| Equipment Purchase | 500.00 | \$ - | 500.00 | 0.00% |
| Computer Services/Dynix | 2,000.00 | \$ 341.56 | 1,658.44 | 17.08% |
| Summer Reading Club | 1,800.00 | \$ - | 1,800.00 | 0.00% |
| Cleaning Service | 3,000.00 | \$ 1,150.00 | 1,850.00 | 38.33% |
| | <u>\$ 64,513.00</u> | <u>\$ 28,248.39</u> | <u>\$ 36,264.61</u> | 43.79% |

Oglethorpe County Library Gifts and

Friends of the Library:

| | |
|--|-----------------|
| Prior Balance in Gift Account | 5,084.03 |
| Gifts FY00 | \$ 2,386.95 |
| Expenditures for Gift Books, Supplies and Equipment | \$ (637.91) |
| Oglethorpe County Friends FY00 | \$ 180.00 |
| Current Balance in Gift Account | <u>7,013.07</u> |

Reserve:

| | |
|---|----------------------|
| Fund Equity (Reserve) at 6/30/99 | \$ 5,182.65 |
| Less: Reserved for Vacation Pay | (4,945.50) |
| Reserved for One Months Operating Expenses | (5,226.09) |
| Net Fund Equity (Reserve) | <u>\$ (4,988.94)</u> |

**Minutes of the
Oglethorpe County Library Board of Trustees
July 11, 2000**

Present: ARLS Liaison Mary Jean Hartel, ARLS Asst. Dir. Julie Walker, Br. Mgr. Janet Burroughs, Chairman Wingate Downs, Ruth Bloom, Betsy Cook, Catherine Drewry, Barbara Cabaniss.

Next Regular Meeting: October 3, 2000 at 4:00.

Last Minutes: Due to lack of quorum, the board was unable to approve the minutes from the April 2000 meeting. Clarification of the \$500.00 for ground maintenance was discussed. "Phone poll" passed this expenditure.

Branch Manager's Report: presented by Jan Burroughs. See attachment.
A \$610.00 microfilm reader/printer service contract was discussed. It was questioned as to whether this would require an amendment to the proposed budget for FY 2000-2001.

Regional Report: presented by Julie Walker.
Julie Walker discussed the role of Board members, the trustee/staff relationship, and attendance.

Financial Report: see attachment.

New Board Appointments:
Howard Shapiro and Charles "Greg" Jones have submitted applications for the position vacated by Emmett Caldwell. A notice will be place in The Echo for additional prospective board applicants.

Budget Meeting: A called meeting will be required to approve a budget for presentation to the Board of Commissioners. Date to be announced.

Respectfully submitted:

Janet A. Burroughs

**Minutes of the
Oglethorpe County Library Board of Trustees
October 10, 2000**

Present: Wingate Downs, Betsy Cook, Elmer Trumbull, Ruth Bloom, Roger Neesmith, Susan Robertson, Catherine Drewry, Barbara Davenport, Barbara Cabaniss, Mary Jean Hartel, Jan Burroughs

Minutes from the July 2000 meeting were read. Motion to accept: Ruth Bloom, 2nd Wingate Downs, Vote: unanimous.

Introduction of new board member, Susan Robertson, was made

Public Input: Ruth Bloom expressed her concern over the lack of new books. She asked for an explanation of the selection process. Mary Jean Hartel explained that the acquisitions team at ARL made the book selections. Reviews are read in several reputable publications with books being purchased accordingly. With a book budget as small as Oglethorpe County's, it's impossible to get all the "best sellers." A copy of the book budget for 2000 was provided for each board member. Mary Jean also explained that the branch manager's suggestions are encouraged and considered when selections are made.

Several board members suggested that they be allowed to make books selections. Mary Jean reminded them that this was not part of the function of the library board; however, the board members are welcomed to submit lists for consideration.

A **Motion** was made by Wingate Downs to spend \$3000.00 from the gift account over the next year to purchase additional books for our library. Jan will make a list with recommendations from the public and report back to the board. 2nd Catherine Drewry, passed unanimously.

Meeting Day Changed: Motion made by Catherine Drewry to move the meeting to the Third Tuesday of the quarter. 2nd by Betsy Cook. Passed.

Tuesday, January 16, 2001 at 4:00 will be the next meeting.

Nominating Committee for New Officers: Chair Betsy Cook, Susan Robertson, and Barbara Cabaniss.

Regional Report: Presented by Katherine Ames in written form.
See Attachment.

Financial Reports: See Attachment.

Catherine Drewry requested that the board members receive the financial information at least one week prior to the meeting, in order that they may be thoroughly reviewed and

questions formulated. She sees the role of the board as being custodians of the county monies.

'Pines was discussed.

Board Election: Howard Shapiro was elected to fill the vacancy made by Emmett Caldwell. The Board of Education will be notified of this recommendation.

Branch Managers Report presented by Jan Burroughs, see attachment. An addition to the report will be added via mail within the next two weeks.

Motion to Adjourn made by Catherine Drewry, 2nd Wingate Downs. Vote passed.

Respectfully submitted

Janet A. Burroughs